Student Voice Survey Administrator's Guide
(CTRL+click a subject to follow the link)

Student Voice Survey Administration

Once a school has determined when their survey window will occur, there are several steps necessary for successful administration of Student Voice Survey within Infinite Campus. Tools are available to assist schools with these steps.

1. Determine School/District Administration Dates.
Ensure the dates are within the administration period. The timeline for Student Voice Survey is defined in the Student Voice Implementation Guide available on the Student Voice website.

2. Confirm Campus Portal Is Accessible and Every Student Has a Portal Account.
Ensure that a link to the Student Portal for Infinite Campus is available on the district website and participating schools' websites. Also, ensure that participating students have a username and password for Student Portal. See the Preparing Campus and Student Accounts for Student Voice Survey document on the Student Voice web page for assistance.

3. Assign Users Appropriate Access in Infinite Campus
(Requires System Administrator Rights)
a. Assign appropriate users to the Student Voice Survey user group
   Assigning users to the Student Voice Survey user group will provide read-only tool rights to the three Student Voice reports and users will receive Process Alerts about the status of Survey Creation and Automatic Educator Assignment tasks. These alerts will contain messages indicating if a task completed successfully or if errors occurred.

b. Assign appropriate users tool rights to perform Student Voice Survey tasks
Users must have the appropriate tool rights before they can:
- Run state published ad hoc filters such as "**student** Portal Accounts"
- Schedule a survey or Automatic Educator Assignment
- Manage an educator's survey participation status
- Run the Student Voice reports (if the user is not a member of the Student Voice Survey user group)

Step-by-step instructions for assigning a user to the student voice survey user group and assigning student voice tool rights in Infinite Campus are available here.

4. Set Messenger Settings Preferences
(Requires System Administrator Rights)
Students can receive their survey invitations through their Messenger Inbox and/or through email. Districts and schools can determine by which method(s) students will receive notification that they have a survey.

PATH: Messenger > Messenger Preferences > Messenger Settings tab

Check the box/boxes for the preferred Survey Messenger notification method – Inbox, Email or both.

Messenger Tool Settings		Default Delivery Device
Messenger Tool	Inbox	Email
	☐	☐
Survey Messenger	☐	☐

5. Assign Educators a Survey Type
Before generating Student Voice Surveys, assign a survey type to educators. Schools can assign survey types automatically or manually. There is an option to adjust an educator's survey type once automatic assignment is completed. To assign a survey type to educators follow these steps:
a. For automatic assignment, run Automatic Educator Assignment. This tool will update the survey type of all educators in a school.
b. Manual assignment can be used instead of or to supplement assignment of educator survey type. When manually assigning educators a survey type in conjunction with Automatic Educator Assignment, be sure to make manual adjustments AFTER the Automatic Educator Assignment has completed. The Automatic Educator Assignment will overwrite any manually set types.

Once surveys generate, changing an educator's survey type will not have an effect on active surveys. They will only affect surveys generated in the future.

Step-by-step instructions on automatic and manual assignment are available here.

The Student Voice – Projected Counts Report, detailed below, can be used to verify assignments have been properly made. Also, the ad hoc filter "**curriculum** Student Voice School Parameters" can be used to verify Automatic Educator Assignment settings as well as SV Window Start and End Dates and Times. PATH: Ad Hoc Reporting > Data Export > curriculum Student Voice School Parameters

6. Schedule the Survey

Schools control when surveys will become available to students. Schools should schedule surveys so that: 1) ample time is available to assign survey types to educators and complete any additional preparatory work (such as preparing student accounts) and 2) the majority of students will satisfy both "15-day scheduling rules".

Surveys will generate the day before they become available to students. The day surveys generate will be the day used to determine if a student meets both "15-day scheduling rules" for an educator and will receive an invitation to complete the survey. The "15-day scheduling rules" for an educator are:

➢ A student must have been scheduled in a course section with the teacher about whom they are responding for no less than 15 instructional days during the previous 90 calendar days.

➢ At least one of the 15 instructional days must have been within the last 15 calendar days.

Note: Instructional days are instructional school days as defined by the school calendar in Infinite Campus. All days in a year are considered calendar days.

Step-by-step instructions for scheduling a survey window are available here.

7. Posting User Announcements *(optional)*
(Requires System Administrator Rights)

PATH: User Communication > Announcements

Some schools may choose to post an announcement to students before or during a survey. Posting an announcement about the survey is not required, but can be helpful. While the announcement is active, the Portal collapses the Messenger Inbox and expands the District or School Announcement section, which may reduce the likelihood of students completing surveys without prompting.

A suggested announcement could be:

You may see Inbox messages like SVS-nnn-nnnn for LAST NAME, FIRST NAME. Please only complete these surveys when instructed to do so at school.

*Replace nnn and nnnn with the school's number and the date (month and day) the survey will begin.

See Campus Community Knowledge Base for more details about Announcements.

8. Monitor Survey Progress

Schools can monitor the progress of surveys using two Student Voice reports. These reports allow a school to ensure an educator receives the minimum number of responses required for result reporting. Additionally, schools can monitor who has and who has not responded to surveys about an educator to ensure all teachers receive the minimum number of responses and to determine if students are responding outside of valid times. The "Student Voice – Progress Monitoring" and the "Student Voice – Educators with List of Students" reports are detailed below.

Student Voice Reports

There are four Student Voice Survey Reports.

PATH: KY State Reporting > KDE Reports > Student Voice – (report name)

▼ KY State Reporting
  ► Edit Reports
  ▼ KDE Reports
     Student Voice - Educators with List of Students
     Student Voice - Progress Monitoring
     Student Voice - Projected Counts
     Student Voice - Teacher Results

➢ Student Voice – Projected Counts: This report will only show results before the start of a survey window. It can be used to verify survey assignments are as expected. It lists all educators with a Type "01: Teacher" and their survey type as well as any educators who are not a Type "01: Teacher" but have been assigned a survey type of "Grade 3-5 Teacher Survey" or "Grade 6-12 Teacher Survey". Once surveys generate, changing an educator's survey type will not have an effect on active surveys. They will only affect surveys generated in the future.

➢ Student Voice – Progress Monitoring: This report will provide survey information during and after a survey window. It provides summary level detail of survey counts by teacher. This report lists, for each participating educator, the number of students who were sent a survey and how many valid responses (responses received between 7 a.m. and 5 p.m. local time) have been received.

➢ Student Voice – Educator with List of Students: This report will only provide survey information while the survey window is active. It can be used in conjunction with the Progress Monitoring report to verify teacher/student progress. This report lists, for each participating educator, each student who was sent a survey and if he/she completed (submitted) his/her survey.

➢ Student Voice – Teacher Results: This report will only provide survey information after the survey window has ended. This report lists, for an educator and survey window, the response scores for each question in the student voice survey. Survey questions are grouped by construct and includes the construct score. Results are available only if there are a minimum of 10 valid responses (responses received between 7 a.m. and 5 p.m. local time).

These reports can be generated for one school or multiple schools. To avoid time out issues, larger districts will need to limit the number of schools selected in a single report. KDE recommends that no more than 20 schools be chosen at a time. Reduce this number if there are multiple large schools or if latency issues occur.

Note: Additional details on reports above are available on Quick Reference Cards, hyperlinked above.

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In addition, the ad hoc filter "**curriculum** Student Voice School Parameters" can be used to verify SV Window Start and End Dates and Times as well as verify Automatic Educator Assignment settings.
PATH: Ad Hoc Reporting > Data Export > curriculum Student Voice School Parameters

Student Voice Survey Results

Results are calculated for educators by survey window once per reporting period. Only one result per educator will be loaded into CIITS per reporting period. The SV Window End Date will determine which reporting period Student Voice Results will be included. The timeline for Student Voice Survey and reporting windows are defined in the Student Voice Implementation Guide available on the Student Voice website.

Educators should only participate in one Infinite Campus administered Student Voice Survey per reporting period. Even if survey windows are at the same school, results for different survey windows will not be combined. For teachers who serve at multiple schools, districts will need to determine which school the teacher will participate in Infinite Campus administered Student Voice Survey. Results from survey windows at different schools will not be combined.

In the event an educator participates in more than one Infinite Campus administered survey, the survey with the most valid responses will be the survey used for the results displayed in CIITS.

Educators will only receive results if at least 10 valid responses were submitted during a single survey window.

The percentage of positive responses of a construct is calculated by counting the total number of positive responses for each question within the construct and dividing by the total number of responses received for each question within the construct.

Results can also be accessed using the "Student Voice – Teacher Results" report. This report will list the construct score as well as the response scores for each question on the student voice survey. Results will only be available after a survey window ends and if an educator received at least 10 responses.